



Georgia Department of Early Care and Learning

Work Sampling Online

END OF SCHOOL YEAR

MAY 2011

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Parent — Teacher Conferences

We know you are busy writing progress reports and planning your parent-teacher conferences. This is the time to share all the wonderful things the students have done during the past school year. Remember, this is your opportunity to not only show how wonderful you are as a teacher, but also to record each child's first educational experience!



When scheduling your conferences, give parents plenty of time to arrange their schedules for the meeting.

When completing the narrative summaries, remember that all 55 indicators should have a rating. Before an indicator is rated NY, IP, or PRO, there must be "proof" in the form of notes, photos, work samples, and matrices.

When conducting your conferences, remember:

Tip 1: Be professional and courteous.

Tip 2: Use **narrative templates** for inputting repetitive comments and phrases.

End of Year Requirements

- Place a copy of each child's completed WSO developmental checklist in his/her individual portfolio.
- Complete the Narrative Summary Report online and print copies for conferences.
- Hold the required family conferences and obtain parent signatures.
- File one signed copy of the Narrative Summary Report in your teacher file and one at the site needs to be filed for 3 years.
- Remove all portfolio contents from fall and spring periods.
- Discard/shred any handwritten, observational notes and matrices unless you feel the child may have some follow-up/referrals for Kindergarten.
- Give parents a signed copy of the Narrative Summary Report, work samples, and photos via disc or e-mail.
- **Directors**— Please run any reports you may need by **July 10, 2011**.

Helpful Hints from WSO Users



As we approach the end of the school year, many of you have provided helpful hints about using WSO. Following are some of your tips:

I update my check lists every two weeks; I used the class profile to keep my assessment planning up to date.

Liberty County

I enter stacks of the same type of work samples all at once. If I do a small group activity where everyone has a similar work sample, I group them into the ones who got it and the ones who didn't (and maybe a third group of ones who needed a little help). I can then enter the entire stack in only two or three entries.

Coweta County

I kept a copy of my templates from last year on my computer here at school and on my thumb drive just in case they were not saved over the summer by Pearson.

Floyd County

When entering photos: I open the folder that contains the photos and make the window long and skinny along the bottom of my screen so that I can see one row of thumbnails at a time. I then open the WSO window on the screen above that so that I can see both windows at the same time and I can see what I am entering. I also try to include several children in a photo to save time making entries.

Coweta County

One thing that I do to help me with organizing is that I put the pictures in a folder for each day. This way, when I go to enter them, they have the right date on them. I put all my work sampling items such as my notes and the samples that I am going to file on one clip board .

Crisp County

I made a list of the possible matrices that I will enter in WSO for each semester. As I enter each item, I put the date it was entered on the list. (I wait for a day that all students are present.) This helps me space out my matrix entries and gives me an idea of what has been entered.

Coweta County

Navigating To Your Reports

Narrative Summary Report

Teacher Files » Summary Reports » Click on Period 2 » Create report.

Class Ratings Report

Be sure to finalize checklist » Group Reports » Class Ratings or Class Profile » Submit.

Printing Individual Developmental Checklists

Teacher Files » Completed Checklists » Select Student » Select All » Select Hide Preliminary Ratings » Submit.

WSO Updates

- Next year we are expanding WSO to 850 additional classes.
- Pearson is updating password changes to be every 120 days instead of the current 90.
- The digital Pen has been rolled out to a sample of public and private providers.
- Pearson is in the process of implementing changes so that by next year teachers can enter multiple classifications per observational note.

Assessment Coaches' Contact Information

We value your feedback and comments and would love to hear from you! Contact the office at **PreKassessment@dec.al.ga.gov** with technical issues OR one of our Assessment Coaches with comments or questions using the information below:

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